Indiana Criminal Justice Institute
Youth Division
Safe Haven Grant Program
2008-2009 Grant Review Form

Date: _____

Reviewer: _____

Applicant: _____   **Current Funding $**_____

Project Title: _____   **Requested Funding $**_____

New/Continuation: _____   **Recommended Funding $**_____

School Corporation: _____

SUMMARY SHEET

	Points Available	**Score Received**
I. Profile Sheet: A-H	15 points	
II. Problem Identification Statement, Project Description, & Sustainability Plan: I-K (65 points max.)		
I. Problem Identification Statement	20 points	
J. Project Description	25 points	
K. Sustainability Plan	20 points	
III. School Information, Continuous Funding, Match Program Data, and Budget Summary (95 points max)		
L. School District Information	25 points	
M. Continuous Funding (Continuation Programs Only)	20 points	
N. Matching Grant Funds	25 points	
O. Budget Summary	25 points	
P. Priority Program	25 points	
	Total Points Awarded	
		Score/200=

I. Profile Sheet:

A. Purpose Area: Does the applicant state the purpose area?
Yes: 1
No: 0

B. Project Title: Does the applicant provide a sufficient title for the project for which SH funds are being requested?
Yes: 1
No: 0

C. Type of Application-New/Continuation: Does the applicant properly identify whether this is the first time or a continuation of funds awarded?
Yes: 1
No: 0

D. Duration of Funding: Does the applicant properly identify the number of years that the school corporation has received funding?
Yes: 1
No: 0

E. Organization Type: Does the applicant clearly define the benefiting organization as a public school?
Yes: 1
No: 0

F. Legal Applicant Information:

1. Does the applicant provide the necessary information for the superintendent?
Yes: 2
No: 0

2. Does the applicant provide the requested information for the indicated financial officer?
Yes: 2
No: 0

3. Does the applicant provide the necessary project director information?
Yes: 2
No: 0

G. Student Information: Does the applicant identify the total number of students who will benefit from the program?
Yes: 1
No: 0

H. Project Cost and Other Funding:

1. Does the applicant indicate the total project cost being applied for the grant? (Amount is transferred from the budget sheet total)
Yes: 1
No: 0

2. Does the applicant clearly state the amount of funding being provided by other sources? (Does not include match money)
Yes: 1
No: 0

3. Does the applicant provide the names of other sources contributing funds?
Yes: 1
No: 0

<div align="right">Total: _____ (15 pts. max)</div>

II. Problem Identification Statement, Project Description, and Sustainability Plan-

I. Problem Identification Statement:

1. Does the applicant provide a concisely stated problem identification statement that includes how the program intends to address the *need* through the proposed project?
Yes: 10
No: 0
Partial: 1-9

2. Does the applicant include supportive data addressing the problem/need for the proposed program?
Yes: 5
No: 0
Partial: 1-4

3. Does the applicant include statistics that specifically address the identified problem and enhance the meaning of the supportive data?
Yes: 5
No: 0
Partial: 1-4

<div align="right">Total: _____ (20 pts. max)</div>

J. Project Description:

1. Does the applicant provide a description of the project that is being proposed and how it addresses the problem identified in the Problem Identification Statement?
Yes: 10
No: 0
Partial: 1-9

2. Does the project description describe a solution or remedy to the problem?
Yes: 5
No: 0

3. Does the project description list any partners involved in the project?
Yes: 2
No: 0

4. Does the project description list the people who will benefit from the project?
Yes: 3
No: 0

5. Does the project description indicate how long it will take to see results from this project?
Yes: 5
No: 0

<div align="right">Total: _____ (25 pts. max)</div>

K. Sustainability Plan:

1.   Does the proposed project address the issue of sustainability for the program?

Yes: 10
No: 0
Partial: 1-9

2. Does the applicant identify what steps are being taken to ensure that the project could continue without Safe Haven grant funds?
Yes: 10
No: 0
Partial: 1-9

Total: _____ (20 pts. max)

III. School District Information, Continuous Funding, Matching Grant Data, and Budget Summary

L. School District Information:

1. Does the applicant provide the names of the schools within their school district/corporation that will be receiving Safe Haven funds?
Yes: 10
No: 0
Partial: 1-9

2. Does the applicant provide the total number of students enrolled in each school?
Yes: 5
No: 0
Partial: 1-4

3. Does the applicant identify the type of project being funded, specifically stating whether the school will operate a before/after school program, purchase equipment, or both?
Yes: 10
No: 0
Partial: 1-9

Total: _____ (25 pts. max)

M. Continuous Funding (For Continuation Programs Only): Does the applicant describe how their program(s) has developed over the number of years they have received Safe Haven grant money?
Yes: 20
No: 0
Partial: 1-19

Total: _____ (20 pts. max)

N. Matching Grant Funds:

1. Does the applicant describe what kind of match they will be using and how the program components be addressed?
Yes: 8
No: 0
Partial: 1-7

2. Are funds equal or greater than the amount the applicant is requesting?
Yes: 7
No: 0
Partial: 1-6

3. Did the applicant fill out the match budget summary?
Yes: 10
No: 0
Partial: 1-9

Total:_____ (25 pts. max)

O. Budget Summary:

1. Did the applicant provide complete and detailed budget items? (Categories A-F)
Yes: 15
No: 0
Partial: 1-14

2. Did the applicant provide correct budget total amount?
Yes: 10
No: 0
Partial: 1-9   Total:_____ (25 pts. max)

_____

Schools applying for Security (Priority 25 pts) _____

Schools applying for Programs_____

_____

<p style="text-align:center">**GRANT REVIEW FORM NOTES**</p>

This page is for general comments you may want to record for further discussion during grant review. This may include notes regarding meeting deadlines, financial reports, performance reports, site visits and cooperation with the Division.

General Comments/Recommended Special Conditions:

- Was the application post marked on or before _____?
  _____ **YES**   _____ **NO**

- Did the applicant attach/submit the Certifications and Acceptance form with the application?
  _____ **YES**   _____ **NO**

Below, please list any comments or areas in which the evaluator feels the applicant needs to include more information.